



STATE OF MARYLAND

# DHMH

Maryland Department of Health and Mental Hygiene

*Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary*

## PROCESSING PLANT PLAN REVIEW SUBMITTALS

*Maryland Code Annotated, Health-General §21-321, requires that properly prepared plans be submitted and approved before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.*

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### MATERIALS NEEDED FOR PLAN REVIEW

The following information is required initially. Additional information may be required based on future findings. Submit information which documents the compliance to the Center for Retail Food, Plan, and Process Reviews, DHMH, 6 St. Paul Street, Suite 1301, Baltimore, MD 21202

1. Two sets of plans (architectural, plumbing, mechanical, electrical) to include a finish schedule, air balance schedule, scaled and labeled fixture layout
2. List of products to be processed or stored at the facility
3. Sample labels for products to be processed at the facility
4. Standard operating procedures for: processing a food, worker and plant sanitation, and a scheduled process when required
5. HACCP plan when required by COMAR 10.15.01, 10.15.02, 10.15.04, 10.15.07, or 10.15.10.

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FOOD PROCESSING PLANTS MUST COMPLY WITH CODE OF MARYLAND REGULATIONS (COMAR) 10.15.04 FOOD AND DRINK PROCESSING AND TRANSPORTATION. THE FOLLOWING CATEGORIES HIGHLIGHT SOME ROUTINE ITEMS FOR REVIEW FOR PROCESSING PLANTS:

1. The floor, walls, and ceiling in processing and cold storage rooms shall be smooth, washable, easily cleanable, and impervious to water.
2. Floor drains when provided for cleaning or processing, shall be installed at the rate of one drain for each 400 square feet of floor space. Floor grade to the floor drains shall be  $\frac{1}{8}$  to  $\frac{1}{4}$  inch per foot.
3. Floor-wall junctures are coved and impervious to water in processing and utensil washing areas.
4. Food processing areas have only exposed overhead pipes, ducts, conduits, evaporators, and other structures that are needed for proper processing.

201 W. Preston Street, Baltimore, Maryland 21201  
410-767-6742 • Fax 410-333-5995

Environmental Health Bureau

6 St. Paul Street, Suite 1301, Baltimore, Maryland 21202  
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Toll Free 1-877-4MD-DHMH

TTY for Disabled Maryland Relay Service 1-800-735-2258

Web Site: <http://phpa.dhmmh.maryland.gov>

5. Hand sinks shall be provided in each food processing and utensil washing room or area. Office of Food Protection and Consumer Health Services

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6. A water fountain or other water dispenser of potable water must be provided.
7. Liquid waste from the processing of foods shall not be discharged into the waters of the State unless the discharge and associated treatment is approved by the Maryland Department of the Environment.
8. The potable water supply is protected against backflow.
9. Food contact surfaces are designed, constructed and maintained to be:
- a. Smooth;
  - b. Easily cleanable;
  - c. Free of difficult to clean internal surfaces;
  - d. Self-emptying or self-draining if an interior surface;
  - e. Visible for inspection or readily disassembled for inspection; and
  - f. Accessible for cleaning or readily disassembled for cleaning.
10. Materials used as food contact surfaces are non-toxic, nonabsorbent, corrosion-resistant, and durable.
11. At least 40-foot candles of light measured at 30 inches above the floor are provided in processing areas. In restrooms and food storage areas provide at least 20 foot candles of light measured 30 inches off the floor.
12. Ventilation hoods shall be provided where necessary to prevent the accumulation of excessive grease vapors, steam, condensation, heat, and odors.
13. Toilet rooms must exhaust air to the outside. When mechanical ventilation is used, a minimum of 2 cubic feet of air per minute for each square foot of floor space must be exhausted.
14. The facility must be protected against the entrance and harborage of vermin and insects, e.g. exterior doors and docks doors installed with weatherstripping, brushes, door sweeps, and self-closing devices.
15. Refrigerators or a refrigerated room must be provided with an accurate indicating thermometer. Freezers or a frozen storage area must be provided with a recording thermometer. A recording thermometer may be required in a refrigerated processing room.
16. Control, observation, or monitoring records must be kept on file and available for inspection for shelf stable food for 2 years and 1 year for fresh food.
17. Stored food shall be elevated at least 6 inches off the floor and located away from walls.
18. Food in packaged form shall be labeled with the following information: common or usual name of the food, statements of ingredients, name and address of the manufacturer or distributor, and weight in English and metric units and/or numerical count.

19. Lockers or similar storage facilities shall be provided for employee personal items. Lockers shall be located in an area that is not used for food or food utensils.
20. Vehicles used to transport frozen foods shall maintain air temperature at 0° F or below and be equipped with a recording thermometer.
21. Potentially hazardous bakery products, if stored or displayed without refrigeration, shall:
  - a. Be manufactured in a licensed food processing plant;
  - b. Bake the product so that the internal product temperature reaches at least
  - c. 180° F;
  - d. Be packaged in a manner to prevent product contamination; and
  - e. Bear a sell-by date not to exceed 3 days after the day of manufacture.